

EXHIBIT HH

**Keyes EMPLOYEE PERFORMANCE
EVALUATION 2010,
HOU00001573-1576**



HOUSTON FIRE DEPARTMENT CLASSIFIED EMPLOYEE PERFORMANCE EVALUATION

FIREFIGHTER
103.3

| | | |
|--------------------|--|----------------------|
| EMPLOYEE NAME: | KEYES | PAULA |
| | (Last) | (First) (Middle) |
| PAYROLL NUMBER: | 103593 | DEPARTMENT ORG #: 12 |
| DEPARTMENT: FIRE | COMMAND: Emergency Operations | |
| RATING PERIOD: | 1/1/2010-12/31/2010 | STATION & SHIFT: 81D |
| REASON FOR RATING: | <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Promotional <input type="checkbox"/> Unscheduled | |
| (Mark Only One) | | |

| Rating | Rating Value | Rating Description |
|-------------------|--------------|--|
| Outstanding | 5 | Exceeds established performance standards and regularly produces superior results or makes major contributions to the organization |
| Strong | 4 | Exceeds established performance standards by adding significant value to the job |
| Effective | 3 | Performance is effective and consistently meets established standards |
| Needs Improvement | 2 | Performance occasionally meets job standards but needs improvement |
| Unacceptable | 1 | Consistently fails to meet performance standards, performance is unacceptable |

EMERGENCY OPERATIONS:

1. **FIREGROUND OPERATIONS:** Performs, as required, forcible entry, rescue, fire extinguishment, ladder raises, ventilation, salvage/overhaul, etc. This performance factor may also include incidents such as Hazmat Response (preventing container failure, containing/neutralizing hazards, protecting exposures, etc.), Technical Rescue (high-angle, swift-water, confined space, trench rescue, etc.), and Airport Rescue (evacuations, multi-casualty incidents, foam-firefighting, etc.).

Reason for Rating and Performance Suggestions:

MISS KEYES PERFORMS WELL.

Rating

4

2. **FIRST RESPONDER FUNCTIONS & RESPONSIBILITIES:** Provides support to the pre-hospital emergency medical care of the sick and injured to the level of their training as

per HFD guidelines.

Reason for Rating and Performance Suggestions:

MISS KEYES PROVIDES EXCELLENT PT CARE.

Rating

4

3. **SPECIAL INCIDENTS:** Effectively responds to hazardous materials scenes, natural disasters, extrications, high rise rescues, utility emergencies, public service calls, etc.

Reason for Rating and Performance Suggestions:

MISS KEYES RESPONDS EFFECTIVELY.

Rating

4

4. **JOB & TECHNICAL KNOWLEDGE:** Demonstrates knowledge of standard operational guidelines, concepts, and techniques related to specific job functions through appropriate application of knowledge.

Reason for Rating and Performance Suggestions:

MISS KEYES EXHIBITS EXCELLENT JOB KNOWLEDGE.

Rating

5

5. **SAFETY:** Follows Safety Guidelines, wears/uses protective equipment or clothing. Works in a manner so as not to endanger others or risk damage to City or citizens' property.

Reason for Rating and Performance Suggestions:

MISS KEYES FOLLOWS SAFETY GUIDELINES.

Rating

4

NON-EMERGENCY OPERATIONS:

6. **OPERATIONAL READINESS:** Maintains high level of personal appearance, inventories/inspects firefighting tools/medical equipment. Communicates pertinent information to relief person. Performs maintenance/watch office duties, company drills, inspections of fire hydrants, etc.

Reason for Rating and Performance Suggestions:

MISS KEYES MAINTAINS OPERATIONAL READINESS.

Rating

4

7. **ATTENDANCE & PUNCTUALITY:** Reports to work as scheduled. Gives advance notice for scheduled absences. Unscheduled absences are reasonable and not excessive. Arrives on schedule for meetings, appointments, and classes.

Reason for Rating and Performance Suggestions:

MISS KEYES IS ALWAYS ON TIME AND ON DUTY.

Rating

4

8. **COMMUNICATION:** Communicates and interacts effectively, verbally and in writing, with members, officers, and citizens. Recognizes and follows chain-of-command.

Reason for Rating and Performance Suggestions:

Rating

4

MISS KEYES COMMUNICATES EFFECTIVELY.

9. **INTERPERSONAL SKILLS:** Ability of a member to professionally represent HFD while performing his/her assigned duties with co-workers and the public in general.

Reason for Rating and Performance Suggestions:

Rating

4

MISS KEYES REPRESENTS HFD WELL.

OVERALL APPRAISAL RATING: Follow Steps 1 through 4.**1. Emergency Operations**Total Rating 21 divide by 5 = 4.2 multiply by a weight of 2 = 8.4 (A)**2. Non-Emergency Operations**Total Rating 16 divide by 4 = 4 (B)

3. Add (A) and (B).

4. Divide by 3.

Outstanding 4.40 - 5.00
 Strong 3.70 - 4.39
 Effective 3.00 - 3.69
 Needs Improvement 2.00 - 2.99
 Unacceptable 1.99 or less

OVERALL
 APPRAISAL
 RATING

4.13

Supervisor's Comments: _____

Suggestions for Career Development: _____

J. A. Kowalski Captain 83231 2-16-11
 Supervisor's Signature Rank Employee # Date of Signature

[Signature] Senior Captain 94488 3/4/11
 Supervisor's Signature Rank Employee # Date of Signature

Reviewing Authority Comments: _____

[Signature] District Chief 88900 2-16-11
 Reviewing Authority Signature Rank Employee # Date of Signature

Employee Comments: _____

Employee acknowledgement: I certify that I had the opportunity to write comments on this evaluation and that it has been discussed with me. My signature indicates only that I have read, reviewed, and received a copy of this evaluation. My signature does not necessarily indicate that I agree with the evaluation.

Paula D. Hayes 2-16-11
 Employee Signature Date of Signature